

LMI HELP FOR DISLOCATED CALIFORNIA WORKERS

Where to Get It
How to Present It

Employment Development Department
Labor Market Information Division
Information Services Group
Occupational Research Unit
July 2005

Table of Contents

LMI HELP FOR CALIFORNIA DISLOCATED WORKERS

Where to Get It How to Present It

	Page
Introduction.....	2
Collaborate.....	3
Define affected occupations.....	3
 Where to Get It	
STEP 1 – Match employer titles to “official” titles	3
STEP 2 – Print Occupation Profile.	4
STEP 3 – Analyze Opportunities	4
Find Alternatives to Declining Occupations	5
Method 1 – <i>Find similar occupations.....</i>	5
Method 2 – <i>Cast a wider net.</i>	6
Method 3 – <i>Use Online O*NET for skills-based search...</i>	6
LMI for job search.....	7
 How to Present It	8
Jump start with templates	8
Template 1 – Cover – <i>SkillsMatch...Put Your XX Skills to Work</i>	9
Template 2 – How to Use This Guide	10
Template 3 – Jobs to Think About	11
Template 4 – Sources for Job Search	12
Template 5 – Set Up Your Own MyLMInfo	

INTRODUCTION

“Just-in-time inventory” became a business standard during the 1990s. Today’s technology allows workforce development professionals to produce customized “just-in-time” labor market information to respond rapidly to mass layoff situations.

Labor market information (LMI) helps displaced workers and One Stop staff address the questions, “What next?” What kinds of jobs am I qualified for? What do they pay? Do I need training? Where would I find that kind of job?

Resources have greatly expanded the breadth and depth of information available to assist career decision-making efforts. The resources can easily overwhelm displaced workers. Even employment and training staff experience difficulty in keeping pace of the constantly improving features of LMI resources.

This report offers guidelines, resources, and methods for using resources as well as some core templates so that employment and training professionals can swiftly prepare timely occupational information customized to specific displaced workers’ acquired skills, occupations, local wages, outlook, and industries.

Templates that can be copied and pasted into another file and customized give you a head start in developing a LMI handout.

It is important to remember that the suggested occupations that result from following these guidelines are *based only upon the workers’ most recent* employment. Each individual will be unique in what additional experience, skills, education, and financial resources they bring to their career change situation. Therefore, the LMI gathered should be viewed as a starting place for career exploration rather than an exhaustive list of possibilities.

The LMID invites your comments, suggestions, and questions as you apply these guidelines to provide LMI to displaced worker projects. Questions should be addressed to Janet Peters, Manager, Occupational Research Unit, (916) 262-2368, or your Local Labor Market Consultant. See “Contact Us” in the left menu bar at www.labormarketinfo.edd.ca.gov.

Collaborate

Labor market information is invaluable for those employment and training specialists who assist displaced workers with job and career transitions. Labor market information can be customized to target the specific needs of displaced workers.

Begin by contacting the One-Stop Office, Rapid Response Team, and the LMID Labor Market Consultant for the local area affected by the mass lay-off. What types of local activities are planned to assist the dislocated workers in the community? (Job Fairs, etc.)

Training Support Eligibility

Ask your Rapid Response Team about workers' eligibility for training programs. What will be the length of their eligibility and the extent of their training support? This information will help you develop a list of occupations that more closely fit the amount of time workers have for retraining, if any.

Identify the Customers

Will the target audience for the labor market information (LMI) be workers, workforce development professional, or both? Do the workers have any special challenges such as literacy or monolingual, non-English speaking? What types of information or products are most helpful to the customer? Consider the reading comprehension level and visual presentation of the resource(s).

Define affected occupations

Obtain a list of affected occupations and number of employees laid off for each occupation.

Where to Get It

STEP 1 - Match employer titles to "official" titles

Use the "keyword" function and the Occupational Profile feature in the Career Center at www.labormarketinfo.edd.ca.gov to find the occupation that best matches the employer's affected job titles. Compare the definitions and occupational tasks to determine the nearest match. Wages can also indicate a match.

In situations where a matching job title to LMI classifications prove difficult, use the [CodeFinder](#).

Resources:

LaborMarketInfo www.labormarketinfo.edd.ca.gov

**STEP 2 -
Print
Occupation
Profile**

Dislocated workers first need to determine if the occupation has current opportunities in the local labor market. This information, available at both local and statewide levels, is part of the *Occupation Profile Details* report found on the LaborMarketInfo Career Center page. When you enter a keyword to select an occupation, you also are asked to select a county (Statewide if willing to relocate). Each *Occupation Profile Details* report includes the following information:

1. Brief occupational definition
2. Link to career video about the occupation, when available.
3. California wages (2005)
4. Outlook for occupation, including average annual openings
5. Link to local current job openings at America's Job Bank
6. Licensing requirements, when applicable
7. California training programs related to the occupation
8. Top skills needed
9. Common tasks for the occupation
10. Link to potential California employers
11. Link to local area profile
12. Link to feature comparing two occupations
13. Link to a list of similar occupations with their outlook and earnings

After printing the report, leave it open on your computer to be able to use the links. You can also save it to your MyLMInfo page for future use. See Template 5, *Setting Up MyLMInfo*.

Resource:

LaborMarketInfo www.labormarketinfo.edd.ca.gov

**STEP 3 –
Analyze
opportunities**

When the occupation is projected to have good growth opportunities in the State and/or region, workers need labor market information about wages and where to look for work. See **LMI for Job Search** section, page 7.

When little or no demand exists for workers' present occupation, they need information about other occupations that require similar skills. See **Find Alternative to Declining Occupations** section, page 5.

Resource:

LaborMarketInfo www.labormarketinfo.edd.ca.gov

**Find
alternatives to
declining
occupations**

Workers in declining occupations may need to change careers to find employment. Use one or more of the three methods below to identify reasonable occupational options for further career exploration.

**Method 1 –
Find
Similar
Occupations**

Each *Occupation Profile “Details”* report links to a list of related occupations based on similar skills, knowledge, and ability needs. Follow these steps on line to obtain a list of similar occupations and their related LMI:

1. From your displayed *Occupation Details Report*, scroll to the bottom of the report and click on *View Similar Occupations* under ***Related Links***.
2. Customize the displayed list of similar occupations to include the following options:
 - Wages
 - Education
 - Employment Outlook
3. Review the occupations listed for their appropriateness.
 - Is this a growth occupation in the local area?
 - Are the wages comparable to the wages the dislocated workers previous occupation?
 - Is further training needed? If so, is it available in the local area?

If the related occupations listed are in decline or seem unsuitable, you need to widen your search by going to Method 2:

Resource:

LaborMarketInfo www.labormarketinfo.edd.ca.gov

Method 2 – A “second generation” list of similar occupations can sometimes yield better job alternatives that meet outlook, training, and wage criteria.
Cast a wider net

1. Print out the initial list of Similar Occupations to use as a springboard to a “second generation” of possibilities.
2. One at a time, enter each similar occupation job title into the Occupation Profile feature to create an *Occupation Details* report.
3. Repeat Steps 1 through 3 in Method 1 above to generate more occupational possibilities.
4. Use the “Compare Occupations” in View Similar Occupations feature to view side-by-side comparison of two occupations.
5. Print *Occupation Profile Details* reports and save to MyLMInfo page.

Resource:

LaborMarketInfo www.labormarketinfo.edd.ca.gov

Method 3 – Use the “Skills Search” feature of Online O*NET to develop a list of potential occupations based upon the most important skills from the current and past jobs.
Use Online O*NET for skills-based search

1. Begin by reviewing the skills section of the *Occupation Profile Details* report for the affected occupation. Note the highest skills.
2. Select the Skills Search mode on *Online O*NET* at the link below and check off the skills listed on the O*NET Skills and Tasks section of the *Occupation Profile Details* report. Click the GO button and a list of occupations will appear that require the selected skills. Print list.
3. Repeat the above step with different combinations of acquired and preferred skills to obtain a satisfactory list of occupations.
4. Using the list of occupations from O*NET, go back to www.labormarketinfo.edd.ca.gov Career Center page and create an *Occupation Profile Details* report for each occupation.
5. Evaluate the occupations in this list against the outlook, training, and wage criteria already established and print *Occupation Profile Details* reports for those with good potential.

Resource:

OnLine O*NET <http://online.onetcenter.org/>
LaborMarketInfo www.labormarketinfo.edd.ca.gov

LMI help for job search

Once they have identified what kind of job they are seeking, workers need two kinds of information to aid in their job search.

What they already have to offer employers

Job seekers need to “sell” their skills on paper, in resumes and applications, as well as verbally in interviews. To do this, they need a skills vocabulary to describe themselves and what they have to offer an employer. O*NET is a source of skill and task language to help job seekers frame their accomplishments. O*NET gives job seekers the vocabulary to describe what they “already know but may not know they know.”

Where to find employers

One of the most effective job search strategies is to go directly to employers whether a job opening is advertised or not. LMI can provide job seekers with a list of potential employers to contact.

1. Looking at the *Occupation Profile Details* report on line, scroll to the **Related Links** section at the bottom of the page.
2. Select View Employers, and a list of employers from your selected area will appear.
3. You can sort the list by name, street, or city.
4. Each employer name is linked to an information sheet that includes a contact person, street address and phone number, and number of employees.

This information is from InfoUSA, a proprietary database. Employers listed may or may not have a current job opening. National staffing patterns show that employers in the displayed industry often employ this occupation. These are good prospects to contact for potential openings or referrals.

Resources

LaborMarketInfo www.labormarketinfo.edd.ca.gov

How to Present It

Jump start with templates

The following templates can give you a head start in developing a LMI handout for dislocated workers.

1. Copy and paste each template into a new file and then delete the headers and footers that no longer apply.
2. Replace “Xs” with the appropriate information.
3. Replace “Employer Name” in the cover template with the name of the downsizing organization.

Section	Template Number
Handout Cover – <i>SkillsMatch...</i>	1
How to Use This Guide	2
Jobs to Think About	3
<i>Occupation Profile Details</i> report printouts for current occupation	--
<i>Occupation Profile Details</i> report printouts for matching occupations	--
Sources for Job Search	4
Set Up Your Own MyLMInfo Page	5

TEMPLATE 1



TEMPLATE 2

HOW TO USE THIS GUIDE

This tool will help you prepare for and find a new job. Steps to take:

- **Get job ready**-- find childcare if you need it, arrange transportation, plan to arrive on time, and adopt a good attitude.
- **Select** one or several occupations that interest you from the information in this package.
- **Find a Job**-- After you have found a job title you are interested in, talk to your counselors, or see www.worksmart.ca.gov to help you with your job search. At www.labormarketinfo.edd.ca.gov, use the Search for Job Openings feature on the *Occupation Profile Details* for current listings. Take a proactive approach with the View Employers feature of the *Occupation Profile Details*.
- **Be prepared!** Make the most of your job search opportunities. Fill out an application that will help you beat the competition. Rehearse for the job interview - be ready with questions of your own. Learn how to prepare a resume.

TEMPLATE 3

Jobs To Think About

Four good reasons to look at the jobs that follow

- You have one or more of the skills each of these occupations requires
- All of these jobs offer hourly wages similar or better than your current position
- Good job opportunities exist for all of these occupations in the xxxxxxxxxxxxxx area
- Training for these jobs takes less than one year, most less than 30 days. (Change this as appropriate)

How you can use this information

- Find out where the jobs are
- Find good paying jobs
- Make training decisions
- Prepare for job interviews

In addition to the *Occupation Profile Details* reports that follow, there are many other resources that describe such details as daily tasks, work environment, and tools used on the job. Explore [California Occupational Guides](#) to find more about occupations that may interest you.

To locate companies that employ the occupation you're interested in, select the View Employers feature under the **Related Links** on the *Occupation Profile Details* report.

TEMPLATE 4

Sources for Job Search *WHERE TO GO WHEN YOU DON'T KNOW...*

America's Job Bank (AJB) daily posts thousands of new jobs. <http://www.ajb.org/>

Career One Stop hosts a wealth of information, such as Write A Great Resume, Explore Wages & Occupational Trends, Locate Potential Employers, Search for Licensed Occupations, Discover Career Possibilities. www.careeronestop.org/

California Career Planning Guide shows a step-by-step process to finding a good job that matches skills, abilities, and interests. www.californiacareers.info

California Career Zone provides self-assessment tools, descriptions of 900 occupations and over 300 occupational videos. www.cacareerzone.org

CalJOBS lists California job openings. Job seekers may post resumes. www.caljobs.ca.gov

California Occupational Guides describe 350 individual occupations or groups of related occupations in detail with statewide wages. www.calmis.ca.gov/htmlfile/subject/guide.htm

California Training and Education Providers (CTEP offers information on local schools and colleges including name, address, phone numbers, fax numbers, and the educational and training programs offered. www.californiacareers.info

Career Guide to Industries provides information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training, advancement, earnings and benefits, and employment outlook. www.bls.gov/oco/cg

Career Opportunities is an industry-based exploration of careers in the following industries: Information Technology, Manufacturing, Hospitality, Tourism, and Recreation, Arts, Media & Entertainment, and Health Services. www.calmis.ca.gov/htmlfile/subject/CareerOps.htm

LaborMarketInfo Career Center is the portal page to occupational information for jobseekers and those exploring job options and making training choices. www.labormarketinfo.edd.ca.gov

Occupational Outlook Handbook, published by the DOL, profiles occupations with national trend and wage information. www.bls.gov/oco

Occupational Outlook Quarterly another DOL publication, features articles on occupations, trends, education and training, occupations and industries, choosing and changing jobs, college graduates, workers without a bachelor's degree. www.bls.gov/opub/ooq/ooqhome.htm

OnLine O*NET offers in depth skills, tasks, and related occupational information. O*NET replaces the Dictionary of Occupational Titles and contains crosswalks to other occupational classification systems. <http://online.onetcenter.org/>

WorkSmart delivers job search and retention skills as well as basic information about 50 entry-level occupations directly to the job seeker in an easy-to-understand style. www.worksmart.ca.gov

Template 5

Set Up Your Own MYLMInfo Page

Begin	www.labormarketinfo.edd.ca.gov
Select	My LMInfo from menu tabs at top of page.
Select	On left hand column, put cursor on the “New User? Sign Up.” line and click. Enter User Information fields required – those marked with a red asterisk. E-mail address is optional.
Enter	<p>Password Information. Enter additional information under Identify Yourself and Select Your Area of Interest (optional).</p> <p>For first time users complete the <i>“Password Information”</i>:</p> <ul style="list-style-type: none"> Enter a <i>“User Name”</i> (Not more than 12 characters) and a <i>“Password”</i> (6 to 20 characters – use letters A to Z, or numbers 1-9). Select names or numbers that you will remember. Follow the simple prompts and instructions below to enter your personal profile.
Review	Read the Agreement and click “Accept” to get started!
Select	Select a Geographic Area you’re interested in (or stay with California).
Select	Step A (optional) - Select your (or your client’s) Skills .
Select	Step B (optional) - Select your Education Level, Wages Preferred, and Skills Matching desired for any job searches.
Enter	Step C (optional). - Enter Work Value scores or Interest areas from O*NET assessments. Enter Save and Continue .
Select	Content Categories to select only the kinds of information you are interested in having displayed in your MyLMInfo account. For example, you may want Careers and Jobs and Occupational Trends.
Select	From My Categories , select information you wish to review on your page from your own previous searches. This includes data queries and individual job searches. TIP – After you register, you can hide or rearrange information at any time under Change Content in the left-hand column.
Search	In the Search box, select the search features you wish to include in your My LaborMarketInfo. TIP – For counselors, select all boxes.
View	You can <i>temporarily</i> delete main sections you don’t want to view on your page by clicking on the ‘X’ in the section titles. To bring back sections, go into Change Content (in the left-hand column) at any time and select them again. <u>Do not delete individual queries or job search results; once deleted, they’re gone.</u>
Explore!	<p>The Search section of your MyLMInfo page will probably be the most useful to you. With this you can</p> <ul style="list-style-type: none"> Find job listings and employers in your area Locate average earnings and outlook for occupations Explore occupations and their requirements